

**LANCASHIRE COUNTY COUNCIL**  
**GOVERNOR SERVICES, LEARNING & SKILLS (GOVERNOR SERVICES)**

**ST MARY'S RC PRIMARY SCHOOL, SABDEN**

**AUTUMN TERM MEETING**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE**  
**SCHOOL ON MONDAY 19 NOVEMBER 2018 AT 6PM**

**PART A**

**PRESENT:** Mr M Mulrooney (*Chair*)  
Mrs R Bowes  
Miss A Bishop  
Mr J Doyle  
Mrs L Donnelly-Nelson  
Mr G Latta  
Mr J McNulty  
Mr P White  
Miss C Halstead (*Headteacher*)

**IN ATTENDANCE:** Mrs C Dobson (*Clerk*)

*The Chair opened the meeting and welcomed everyone. Mrs Bowes led governors in an opening prayer.*

| <b><u>ACTION</u></b> |
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**18.37 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Monsignor J Corcoran and Mrs B Hilton.

**18.38 ELECTION OF CHAIR**

Following discussion it was agreed that the term of office for the Chair, would be until the first termly meeting of the autumn term in 2019. It was agreed that Mr M Mulrooney be re-elected as chair.

**18.39 ELECTION OF VICE-CHAIR**

Following discussion it was agreed that the term of office for the Vice-Chair, would be until the first termly meeting of the autumn term in 2019. It was agreed that Mr J McNulty be elected as vice-chair.

**18.40 GOVERNING BODY MATTERS**

**a) Declaration of interest**

There were no declarations of interest in relation to agenda items.

**b) DBS Checks for Governors**

The Governing Body confirmed that DBS checks were in place for all governors. The Single Central record was checked termly by the Chair.

**c) Membership**

The Clerk advised the Governing Body of the following:

- Mrs N Burnop had resigned as a governor since the last meeting.
- Mr G Latta had been elected as a parent governor. Mr Latta was welcomed to the meeting.
- There was a vacancy for 1 LA governor. It was suggested this could be advertised in the Parish newsletter.

**d) Register of Business Interests**

The Governing Body noted the requirement to update the Register of Business Interest on an annual basis and to ensure that the appropriate details were included on the school website. The Register was retained in school.

**e) Code of Conduct**

The Governing Body reviewed and confirmed adoption of the Catholic Education Code of Conduct for VA schools recommended by Salford Diocese. Governors were encouraged to reflect on the commitment, duties and responsibilities included in the Code.

**f) Disqualification Criteria**

The Governing Body noted the disqualification criteria for governors.

**18.41 MINUTES OF THE PREVIOUS MEETING**

It was agreed that the minutes of the meeting held on 25 June 2018, having been circulated, be approved and signed by the Chair as a correct record.

**18.42 MATTERS ARISING FROM THE MINUTES**

The following matters arising from the minutes were discussed: -

**18.21 Curriculum Committee** – The Head reported that during an INSET the staff had looked at the complete SRE scheme. The decision had been made to teach SRE in single age classes rather than mixed classes and to block teach this in the Summer term. Before the subject is taught a letter will go out to parents of each year group explaining what the class will be taught, and giving parents the opportunity to opt their child out.

**18.27 Performance management and pay** – The details of the training course was emailed round to governors

**18.31 School Emergency contact details** – The Head confirmed that LCC do have the correct out of hours contact details

#### **18.43 REVIEW OF COMMITTEES AND NOMINATED GOVERNORS**

a) The Governing Body reviewed the constitution and membership of its committees and the requirement to appoint a clerk to each committee. It was agreed that the membership of the committees for the 2018/19 academic year be appointed as detailed at Appendix A to the minutes.

The Governing Body agreed to adopt the local authority's updated model terms of reference for all of its committees.

b) Nominated governor appointments were reviewed and confirmed as detailed at Appendix A.

#### **18.44 REPORTS**

##### **a) Committee Reports**

The governors noted and accepted the minutes of the Standards and Curriculum Committee meeting held on 26 September 2018.

The governors noted and accepted the minutes of the Resources Committee meeting held on 26 September 2018.

##### **b) Nominated Governors**

The following governors reported on their visit to school: -

- Mr Doyle had visited Class 3 and watched a Maths lesson. A written report summarising what he had seen and learnt had been circulated to the governing body.
- Mr Mulrooney had visited Class 2 during an RE lesson on the Jewish faith. A report had been circulated to the governing body. One suggested next step was to organise class visits to other Religious Institutions.

- Mrs Donnelly had visited Class 3 and looked at an English lesson. A written report was circulated. She concluded that the lesson had been very interactive.
- Mr Mulrooney had visited Class 1 during an RE lesson. A report had been circulated to the governing body.

All governors commented on the good behaviour of the children and the engaging and interesting lessons. The Head reported it was nice to have visible governor support in school and the feedback in the reports was very valuable.

### **c) Chair's Action**

The Chair reported that it had not been necessary to take any decisions on behalf of the Governing Body since the last meeting.

Mr Mulrooney brought to governor's attention that while parents are asked for a voluntary contribution into the Diocesan building fund a significant number are not paying. The school has to pay their contribution to the Diocese whether parents pay or not which affects the school budget. This contribution is something which all Catholic schools have to pay and parents are made aware of this.

A discussion ensued regarding why families may not be paying this contribution and if other methods of fundraising should be used or whether this could lead to some families feeling they are paying twice. It was agreed that a fundraiser would be held this academic year to try and raise the money needed.

## **18.45 SCHOOL IMPROVEMENT**

### **a) School Improvement and Self-Evaluation**

The Governing Body received a full copy of the School Improvement Plan 2018-19 which had been RAG rated to show progress to date. The key priorities were: -

1. To further develop schools processes for the teaching of grammar
2. To provide Reception pupils with the correct learning experiences in order to help them to achieve the best start in Primary School.
3. To ensure the Catholic Life of the school continues to flourish having a positive impact on pupils.
4. To maintain a focus on maths and higher ability writing in order to continue the improvements already made.

As reported at the Curriculum and Standards Committee meeting, the actions were aimed at addressing the weaker areas identified in the performance data. At each meeting the Head would provide a RAG rated copy allowing governors to monitor progress and ask questions.

Q. When will the mission statement be looked?

A. This is planned for the Spring term and is within Priority 3.

The Head reported that she had met with the School Advisor and worked on the Self Evaluation Form (SEF). This had been updated with the most recent data and would be circulated once the narrative had been added.

Governors had received the following additional reports: -

- SEND Report
- School Advisor report

The information regarding Pupil Premium spending and impact was reviewed at the Standards and Curriculum committee.

**b) NQT Capacity Checklist**

Governors noted that the school did not currently employ any newly qualified teachers (NQTs) and did not feel there was a need to complete the NQT Induction Partnership Agreement Checklists 2018/19.

## **18.46 HEADTEACHER'S REPORT**

**a) Termly report**

The Headteacher's report on the achievements and developments in school since the last meeting of the Governing Body was received and noted.

The report included information regarding: -

**Key facts**

- Numbers on roll
- Attendance
- SEND
- Finance

**Curriculum**

- End of Key Stage 1 results 2017/18
- EYFS outcomes
- Phonics screening
- End of KS2 attainment and progress
- Curriculum special events
- Special achievements

**SIP Priority Areas**

- School improvement priorities

**Parents and carers**

- Issues raised
- Parental involvement

- Special events

### **Leadership and management**

- Innovation/new legislation
- Staff development
- Staff changes
- Class news
- Staff issues

### **Learning environment**

- Buildings
- Behaviour management
- Educational Visits

### **Governance**

- Visits to school by governors

### **Religious Education and matters**

- RE Curriculum data

The Chair reported that the Chair of the Parish forum has asked for a representative from each of the local school's governing bodies to attend a meeting aimed at developing cohesion between the church and the schools. Mr Doyle had agreed to attend.

### **b) Unavoidable School Closures**

The Headteacher advised that there had been no unavoidable closures since the last meeting.

### **c) Key Questions**

In relation to the Headteacher's Report, the Governing Body posed the following questions:

- ***How are the EYFS pupils doing this year?***  
Baseline assessment data is available but the end of Autumn data needs to be collected before any progress can be shown. The Autumn term data for all pupils will be available at the next committee meetings.
- ***Is there any further support that governors can provide?***  
Governors need to consider whether reducing the teaching role of the Head would be possible in future years. Teaching for 3 days is manageable in the short term but a long term solution needs to be found.
- ***The budget includes supply costs. Are you taking time out of the classroom and bringing supply in?***  
The supply teacher has been asked to cover some additional days to allow Miss Halstead more time for her role as Head.

- ***Is Miss Collins willing to increase her hours?***  
She will do some additional time but would not increase her contracted hours
- ***How has school reached this position?***  
The financial forecast showed that each year reserves were being used to set the budget and the decision was taken to reduce staffing costs by having the Head teaching in Class 1.
- ***How can income be increased?***  
School is funded per child so more children means more funding, however the school does not have much capacity to grow further

Governors agreed that the right thing for the class and the school would be to look at the financial position of the school and to recruit for a teacher to work at least 3 days a week, giving Miss Halstead more time out of class. It was suggested that an NQT would be affordable, and while this meant additional work for the Head in the short term as NQT mentor it would benefit school in the long term if the right person was appointed. A meeting to discuss the way forward was arranged for 14<sup>th</sup> January at 5pm.

#### **18.47 AUTUMN NET CAPACITY CONSULTATION**

The Head confirmed that the Net Capacity files had been reviewed. The assessment was noted as being correct and reflected the actual use of the space.

#### **18.48 EDUCATIONAL VISITS**

The Headteacher advised that there were no Type B visits to approve at this time. The next residential would be to either France or Lockerbie, and the school may join with Rishton Methodist again. Upcoming Type A visits included the whole school Pantomime trip on 13<sup>th</sup> December and Class 3 trip to Gawthorpe Hall for a Victorian Christmas.

The Governing Body received a report on recent visits to the Mayor and the French excursion in relation to the impact and benefits for pupils.

#### **18.49 PERSONNEL**

##### **a) Pay Policy 2018/19**

The Governing Body confirmed adoption of the county council model Pay Policy for 2018/19.

**b) Lancashire Personnel Policies**

The Governing Body confirmed adoption of the latest version (as at Autumn 2018) of all the Lancashire Personnel model Policies.

**18.50 FINANCE**

**a) Finance Policies**

The Governing Body confirmed adoption of the following finance related policies:

- Lettings Policy/Charges
- Charging and Remissions Policy
- Internal Financial Regulations.

**b) The Unofficial School Fund**

The Governing Body noted receipt of and approved the audited accounts of the unofficial school fund for 2017/18.

Mr J McGuire was appointed auditor of the unofficial school fund for the 2018/19 account.

**c) Schools Financial Value Standard (SFVS)**

The Governing Body noted the requirements of the SFVS and requested the working group to make the necessary arrangements for the annual completion of the relevant documentation. The working group agreed to meet on Tuesday 25<sup>th</sup> February 2019.

It was agreed that the working group would present a detailed report, together with the completed self-assessment and action plan to a future meeting of the governing body for approval prior to submission to the County Council (before 31 March 2019).

**d) Budget Sustainability**

The Governing Body had previously delegated the review and setting of all school's budget plan to the Resources Committee.

It was confirmed that the Headteacher had reviewed up to date pupil numbers which would form the basis of 2019/20 funding.

**18.51 GOVERNOR TRAINING AND DEVELOPMENT**

The following update was given:

- Mr Mulrooney and Mr White had attended Level 3 Diocese training and gave governors an overview of the day. There were 4 inspirational speakers, and it was noted the subject of the mission

statement came up which was part of the School Improvement Plan following on from the last RE Inspection.

- Mr Mulrooney had attended the Chair's Forum and reported that the core functions of the governing body were mentioned in the forum and in the Diocesan training.
- Mr Latta intended to complete the New governor training course

It was clarified that course confirmation letters were sent to the Portal and the Bursar forwards these on to individual governors.

The Headteacher confirmed that access to the Schools' Portal would be arranged for Mr Latta.

## **18.52 INFORMATION AND UPDATES**

- a) Update from John Readman - Interim Executive Director of Education and Children's Services
- b) Updates from the Department for Education
- c) Governors do the honours

Governors were asked to take a copy of KCSIE 2018 and read it. In addition governors were provided with the 'Guidance for safer working practice'

**All**

## **18.53 FORUMS FOR CHAIRS AND VICE-CHAIRS**

The Governing Body received a report from the Chair concerning topics covered at the latest forum meeting. This term the forum at St Charles Primary in Rishton had covered effective governance, core functions and financial matters

The Chair was provided with the date of the next meeting.

## **18.54 LASGB**

The Governing Body noted the information provided by the LASGB.

## **18.55 SCHOOL ADMISSIONS**

The Governing Body noted the requirements in relation to the school admissions process.

The Head advised that Salford Diocese had sent all their schools information regarding their recommended admissions criteria. It was agreed that this needed careful consideration and that a meeting should be held where a working party could look at this in detail and then report back to the Full Governing Body. This meeting was arranged for Monday 26<sup>th</sup> November.

The Head noted that the Diocese's suggested changes included having Baptised Catholic Looked After Children as the first criteria rather than all Looked After Children.

Governors discussed the implications of this for some of the most vulnerable children alongside the school's remit of providing Catholic education. It was highlighted that children in foster care cannot be baptised by their foster carer as this needs parental consent.

*Mrs Donnelly-Nelson and Miss Bishop left the meeting*

The Head gave an overview of the suggested admissions criteria sent by the Diocese. Governors discussed the matter further and concluded that the working party needed to make careful consideration of all the information and guidance from all the relevant sources.

#### **18.56 CONFIDENTIALITY**

There were no items deemed confidential.

#### **18.57 DATE AND TIME OF NEXT MEETING**

The following dates for future meetings were confirmed: -

##### **Spring term**

Standards and Curriculum - Wednesday 30<sup>th</sup> January at 6pm

Resources committee – Wednesday 30<sup>th</sup> January at 7pm

Full Governing Body – Monday 11<sup>th</sup> March at 6pm

##### **Summer term**

Standards and Curriculum - Monday 29<sup>th</sup> April at 6pm

Resources committee – Monday 29<sup>th</sup> April at 7pm

Full Governing Body – Wednesday 12<sup>th</sup> June at 6pm

#### **CLOSING REMARKS**

There being no further business, the Chair thanked everyone for their attendance and support, and duly closed the meeting.

## COMMITTEE STRUCTURE 2018-19

Appendix A

School 11066 St Mary's Roman Catholic Primary School, Sabden

### Admissions Committee

Chairman  
Headteacher

### Committee of Appointed Governors

Mr P White  
Mr J McNulty  
Mr M A Mulrooney

### Discipline & Dismissal Committee

Any three untainted governors excluding staff gov's

### Grievance Appeals Committee

Any three untainted governors excluding staff gov's

### Pay Appeals

Any 3 untainted governors (exc staff)

### Pupil Discipline Committee

Any three untainted governors excluding staff gov's

### Standards and Curriculum Committee

Mrs L Donnelly-Nelson  
Mr J Doyle  
Mr P White  
Mrs R M Bowes  
Mr J McNulty  
Mr M A Mulrooney  
Miss A Bishop  
Headteacher

### Class Governors

Class 1 - Mr Mulrooney & Mrs Donnelly Nelson  
Class 2 - Mr White  
Class 3 - Mr Doyle & Mr Latta

### Complaint Review Committee

Any three untainted governors excluding staff gov's

### Discipline and Dismissal Appeals Committee

Any three untainted governors excluding staff gov's

### Nominated Governors

Sports Premium/Healthy Lifestyles - Mrs Hilton  
R.E - Mr White & Mrs Bowes  
Pupil Premium - Mr P White  
SEN - Mr J McNulty  
Science - Mr M Mulrooney  
More Able - Mr M Mulrooney  
Maths - Mr Doyle  
English - Mr White  
Child Protection - Chairman  
Link - Mr M Mulrooney  
Online Safety - Mr G Latta  
Prevent Duty - Chairman

### Pay Committee

Mr J Doyle  
Mrs M B Hilton  
Mrs R M Bowes  
Mr J McNulty

### Resources Committee

Mr G Latta  
Mr J Doyle  
Mrs M B Hilton  
Mr P White  
Mr M A Mulrooney  
Miss A Bishop  
Headteacher